

SMALL WINERY & TASTING ROOM



**PLACER COUNTY BUILDING DEPARTMENT
HOW TO GET A BUILDING PERMIT**

**PLACER COUNTY BUILDING DEPARTMENT
SMALL WINERY & TASTING ROOM**

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PLACER COUNTY BUILDING DEPARTMENT

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OVERALL REQUIREMENTS

1. Contact the Planning Department to set up a pre-development meeting to determine the requirements of the various land development departments or at least discuss your project proposal with the departments on an individual basis prior to formally submitting applications. To schedule a pre-development meeting, contact the Permit Coordinator, Wanda McKown at the Planning Department (886-3000).
2. Submit appropriate entitlements to the Planning Department for review and approval.
3. If Design Review is required for your proposal, you must obtain Design/Site Review Committee approval prior to submittal of plans to the Building Department and Public Works Department. Submit the required sets of plans to each land development department and the local fire department along with the required plan check fees. Make sure your plans are complete before you submit them. Once in the plan check process, changes to the plans may cause delays. Any changes that are made on the plans in one department must be consistent with the plans that have been submitted to the other land development departments.

NOTE: DESIGN REVIEW (IF REQUIRED) MUST BE APPROVED BY THE PLANNING DEPARTMENT PRIOR TO IMPROVEMENT PLAN CHECK SUBMITTAL TO PUBLIC WORKS, AND BUILDING PLAN CHECK SUBMITTAL.

4. When you submit your plans to the Building Department you will be given a Departmental Routing Sheet to take to the other land development departments for their *approvals to do the plan check*. Once the approvals have been obtained you will return to the Building Department to pay the plan check fees and submit the plans. The building plan check may take several weeks depending on the complexity of the project and completeness of the plan submittal.
5. Contact your local fire department (they will probably need plans) for their approval and conditions.
6. Prior to issuing the building permit, *approval for issuance* is required from all land development departments and the fire department once the plans have been approved. A separate check is required for each department's fees. (i.e.: traffic fees, mitigation fees, etc.)
7. A certificate showing payment of school fees must be submitted prior to issuance of the building permit.
8. A certificate of insurance for proof of workman's compensation insurance coverage is required to be presented by the contractor at the time of permit issuance if employees are being hired for this project. A letter of authorization is required if an agent is picking up the building permit for the contractor or owner. If the project is to be owner-built, an Owner/Builder Verification form must be completed and submitted to the Building Department prior to building permit issuance.
9. Once the project is ready for final inspections, you will need to contact the individual land development departments for field inspections. A departmental Final Approval Card will be provided at the time of permit issuance. It is the permittee's responsibility to obtain "final" signatures from the applicable land development departments as well as the fire district. The Final Approval Card must be surrendered to the Building Inspector **PRIOR** to the issuance of a Certificate of Occupancy.
2. Additional information is available at each of the land development departments to assist you through the review, issuance, and final inspection process.

**PLACER COUNTY BUILDING DEPARTMENT
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LAND DEVELOPMENT PHONE DIRECTORY

OFFICE HOURS TO THE PUBLIC: 8:00 A.M. TO 5:00 P.M.
BUILDING PERMITS ISSUED/PLANS ACCEPTED: 8:00 A.M. TO 4:30 P.M.
(TAHOE OFFICES LOCATED AT 565 WEST LAKE BLVD, TAHOE CITY)

**BUILDING DEPARTMENT 530 886-3010
11424 "B" Avenue, Auburn**

Inspection Requests 886-3020
Fax 886-3058
Tahoe General Questions 530 581-6200
Tahoe Inspection Requests 530 581-6205

**PLANNING DEPARTMENT 530 886-3000
11414 "B" Avenue, Auburn**

Tahoe Office 530 581-6280

**Zoning, Property Line Setbacks, Environmental Review, General Plan Amendments,
Rezoning, Conditional Use Permits, Business Licenses, Variances, Design Review.**

**PUBLIC WORKS DEPARTMENT / SPECIAL DISTRICTS 530 889-7500
11434 "B" Avenue, Auburn**

Tahoe Office - Sewer 530 562-0669
Tahoe Office - Encroachment 530 581-6226

Sewer, flood zone review, grading, drainage, improvement plans, traffic fees, drainage, etc.

**ENVIRONMENTAL HEALTH 530 745-2300
11454 "B" Avenue, Auburn**

Tahoe Office 530 581-6240

Septic & Well Permits, Hazardous Materials, Food Permits, Underground Tanks

**AIR POLLUTION 530 889-7130
11464 "B" Avenue, Auburn**

PLACER COUNTY BUILDING DEPARTMENT

SMALL WINERY & TASTING ROOM

INTRODUCTION

Following is a general review of the procedures and requirements for obtaining a building permit for a small winery with or without a tasting room. It is similar to how any commercial project is handled in Placer County. The information presented in this booklet is for informational purposes only and represents a broad and general interpretation of policies, procedures, and regulations of Placer County with regards to commercial developments. The information contained herein should be utilized as a guideline and for background information. Specific questions should be directed to the responsible County department as identified in this booklet.

For the purposes of this document, the land development departments consist of the Planning and Building Departments; the Department of Public Works, incorporating the divisions of Land Development and Special Districts; and the Health Department, incorporating the divisions of Environmental Health and the Air Pollution Control District. The Auburn offices are located on "B" Avenue in the DeWitt Center complex. The Tahoe offices are located at 565 West Lake Blvd. in Tahoe City. For virtually all commercial developments, each of the land development departments will have some involvement. **IT IS SUGGESTED THAT YOU CONTACT THESE DEPARTMENTS /DIVISIONS EARLY IN THE PLANNING STAGE OF YOUR PROJECT TO DETERMINE EACH DEPARTMENT'S SPECIFIC PROCEDURES AND REQUIREMENTS.**

BUILDING CODES ENFORCED

As of November 1, 2002, the Building Department will be enforcing the 2001 editions of the *California Building*, *California Plumbing*, *California Mechanical*, and the *California Electrical and Energy Codes*. Copies of the codebooks, including the State amendments, are available for reference at the Building Department. You may also purchase the Codes at local bookstores or through ICBO using their web site www.icbo.org/. Placer County Codes are contained in Chapter 15 of the Placer County Code, which can be accessed through the county's web site www.placer.ca.gov/.

BUILDING DEPARTMENT PLAN REQUIREMENTS

The Building Department is primarily involved in the plan approval; permit issuance and field inspection of structures in Placer County.

Plans must be prepared by a California registered professional architect or engineer. All sheets of the prints must be "wet" signed (original signature) by the architect /engineer.

Two (2) complete sets of plans, including the following:

- Architectural plans (floor plans, elevations, etc.)
- Structural plans (foundation, framing, roofing, details, etc.)
- Site plans (including Civil plans with finished grade elevations)
- Engineering calculations (structural, lateral, trusses)
- Geotechnical reports and/or soil test results (when applicable)
- Plumbing plans
- Electrical plans
- Mechanical plans
- Fire sprinkler plans (required for gross floor areas over 4,500 FT²)
- Energy Compliance documents (Title 24)
- One additional floor plan (for Assessor's office)

NOTE: All Code requirements and information are to be stated on the plans. Specification/construction manuals are not to be submitted or included as part of the plans.

At the end of this handout there are summaries of basic code requirements for small wineries with or without small tasting rooms. The summaries are informational only and do not substitute for a proper design by an architect or engineer.

PLACER COUNTY BUILDING DEPARTMENT

SMALL WINERY & TASTING ROOM

DEPARTMENTAL ROUTING SHEET INFORMATION

1. **Planning Department:** The Planner will verify zoning, setbacks, and any other land use restrictions, as well as authorizing Building plan check submittal.
2. **Special Districts:** Verifies sewer connection requirements.
3. **Public Works Department/Engineering Division:** Reviews proposal for improvement plan check requirements, traffic mitigation fees, fire department will-serve letter requirements, etc.
4. **Health Department/Environmental Health Division:** Verifies on-site sewage disposal requirements, water supply, solid waste and hazardous waste plan requirements, and/or food handling requirements.
5. **Air Pollution Control District:** State legislation requires the Air Pollution Control District to review ALL commercial and industrial projects for compliance with air quality control standards effective July 1, 1989.
6. **Local Fire District:** The Fire Districts in most areas require a plan check (and payment of a plan check fee in some districts) of your project. Contact the Fire District in your area for their individual plan check submittal requirements.

PUBLIC UTILITIES

Your utility company should be contacted at the time you apply for your building permit in order to prevent delays in connection of service at final building inspection. Pacific Gas and Electric will serve most applicants, however, some areas in southern Placer County are served by Sacramento Municipal Utility District. The Environmental Health Division and the Public Works Department generally require "will-serve" letters from the serving public utility companies at the plan review stage.

Other public utility companies that you may need to make application to for service could include: Placer County Water Agency, Nevada Irrigation District, or another local water agency; your local trash pick-up company; the Telephone Company; Postal Office; a local sewer entity (other than Placer County); and your local fire department.

Contact the appropriate utility companies early in the planning stage of your project to obtain their requirements.

PLACER COUNTY BUILDING DEPARTMENT SMALL WINERY & TASTING ROOM

APPLICATION FILING FEES

Fees for all permits are based upon the level of service, or work, required to process, evaluate and/or inspect your project. All of the fees collected by the land development departments are based on the type of development, with some fees affected by the location of the development (i.e., traffic fees, etc.). Once you have a specific proposal and site, contact the land development departments referencing your ASSESSOR'S PARCEL NUMBER for specific fee information. **For the building department, the building permit fee (including plan review) is generally determined at a rate of 1% of the value. For example, a winery using standard wood frame construction is currently valued at a rate of \$28 per square foot and the tasting room at \$47 per square foot. A 1000 square foot winery would be valued at \$28,000. A 300 square foot tasting room would be valued at \$14,100, for a total value of \$42,100. At 1% this means the building permit would cost approximately \$421.00. There are miscellaneous building department administrative fees amounting to an additional estimate of some \$100. In this example, the building permit fee would be \$521.00. Note this does not include other department or agency fees nor does it cover the county capital facility impact fee discussed below. Fees can change over time, and it is suggested you contact the building department and other agencies for any current fees.**

SCHOOL DISTRICT DEVELOPMENT FEES

Commercial developments are subject to the State mandated school impact fee requirements. These fees are collected by your local school district office and are based on total square footage of the building. Contact your school district for more information.

FIRE DISTRICT CAPITAL FACILITY FEES

Commercial developments are subject to fire district capital facility fee requirements. These fees are collected by your local fire district and are based on total square footage of the building. Contact your fire district for more information.

COUNTY CAPITAL FACILITY IMPACT FEES

Commercial developments are subject to a County capital facility impact fee. This fee is based on the square footage of each land use category. For example, a winery is currently charged at a rate of \$1.00 per square foot of space and the tasting room at the rate of \$.430 per square foot of space. This fee is updated on an annual basis and will be determined during plan review or can be provided with a Building Permit fee estimate.

**PLACER COUNTY BUILDING DEPARTMENT
SMALL WINERY & TASTING ROOM**

PLACER COUNTY BUILDING DEPARTMENT

December 2, 2004 (check for updates)

SUMMARY OF BASIC CODE REQUIREMENTS

NOTE: This is not a substitute for the code.
If conflicts occur, the code language shall govern.

SMALL WINERY

Example Winery in square feet	Exit¹	Type of building material allowed	Max stories	Fire walls	Number of rest-rooms	Number of disabled access parking spaces	Fire Sprinkler
1,500	One	Standard Wood frame	Two	None ²	See foot note ³	See foot note ⁴	None required by County Code ⁵

Plans must be prepared and signed by licensed architect or registered engineer. This chart does not include all code requirements. If a tasting room is to be included, use this chart in conjunction with Placer County Building Department handout on small Tasting Rooms. Plans to show how the building will comply with the building, electrical, plumbing and mechanical codes.

¹ Each exit needs a 3'x6'8" hinged door with lever type hardware, openable from the inside without use of any special knowledge or effort or key. Maximum threshold height is within ½" of finish floor on the inside and within ½" of finished 6'x6' landing outside. All stairs, walks, and ramps to comply with commercial codes.

² Firewalls not required unless the building is less than 20 feet from a property line or less than 40 feet from an adjacent building. The separation of 40 feet to an adjacent building may be resolved without firewall, review with the building department on case-by-case basis.

³ In business and mercantile occupancies with a total floor area of fifteen hundred (1500) square feet or less, one toilet facility, designed for use by no more than one person at a time, shall satisfy the requirements for serving customers and employees of both sexes. See 2001 California Plumbing Code Section 413.3, exception (3). If no employees and if CURFFL or Health Department does not require restrooms, then none required.

⁴ If no employees, and no public such as tours and retail sales, then no disabled parking required, otherwise, minimum of one space. If more than 25 parking spaces, two required.

⁵ County Fire Code requires automatic sprinklers when the total size of the building is 3,600 square feet or larger. Check with your local fire district to see if their code is more restrictive, and/or if low fire flows require sprinklers as a mitigation measure.

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December 2, 2004 (check for updates)

SUMMARY OF BASIC CODE REQUIREMENTS

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SMALL TASTING ROOM

Example Tasting Room in square feet	Exit	Type of building material Allowed	Max stories	Fire Walls	Number of rest-rooms	Number of disabled access parking spaces	Fire Sprinkler
750	One ⁶	Standard Wood frame	Two ⁷	None ⁸	One ⁹	One	Maybe ¹⁰

Plans must be prepared and signed by licensed architect or registered engineer. This chart does not include all code requirements and is intended as a basic guide to be used in conjunction with Placer County Building Department handout for small wineries. Plans to show how the building will comply with the building, electrical, plumbing and mechanical codes.

⁶ Required exit needs a 3'x6'8" hinged door with lever type hardware, openable from the inside without use of any special knowledge or effort or key. Maximum threshold height is within ½" of finished floor on the inside and within ½" of finished 6'x6' finished landing outside. All stairs, walks, and ramps are to comply with the commercial codes.

⁷ While this size tasting room can be on the second story, it is not recommended. Access for the physically disabled is required, and an elevator or ramp will be needed.

⁸ A fire separation is not required between this size tasting room and a small winery. However, see footnote number 2 on winery chart when less than 20 feet from property line or less than 40 to adjacent building.

⁹ In business and mercantile occupancies with a total floor area of fifteen hundred (1500) square feet or less, one toilet facility, designed for use by no more than one person at a time, shall satisfy the requirements for serving customers and employees of both sexes. See 2001 California Plumbing Code Section 413.3, exception (3). If no employees and if CURFFL or Health Department does not require restrooms, then none required.

¹⁰ Placer County Fire code requires automatic sprinklers when the combined total square footage of the building is 3,600 square feet or larger. If the tasting room plus the winery plus any other areas considered part of same building are less than 3,600 square feet in total, sprinklers are not required, but check with your local fire district to see if their code is more restrictive. Low fire flows may require sprinklers as a mitigation measure.